

NOTICE OF PAYMENT DUE REPORT

1. BORROWER NAME		2. CASE NUMBER		3. PROJECT NO.
4. AUDIT RECEIVABLES	5. LATE FEES	6. COST ITEMS	7. OVG/SURG	8. LOAN PAYMENT
9. PAST DUE	10. UNITS ON RA	11. TOTAL RA	12. RA CHECK	13. TOTAL PAYMENT

ONLY FOR SECTION 8 PROJECTS WHERE HUD RENT EXCEEDS THE RHS NOTE RATE RENT

14. No. of Section 8 units

x 15. HUD Rent

= 16.

17. No. of Section 8 units

x 18. RHS Note Rate Rent

= 19.

ADDITIONAL PAYMENT TO THE RESERVE ACCOUNT

20.

In accordance with Rural Housing Service’s (RHS) formula and procedures, all rental units are occupied by households who have executed Form RD 3560-8 “Tenant Certification,” and for labor housing projects, farmworkers, or for rental housing projects, have incomes within the limits set in Agency regulations or the project has written permission from RHS to rent to ineligible occupants on a temporary basis.

I certify that the statements made above and per attached Multi-Family Information System Notice of Payment Due Report are true to the best of my knowledge and belief and are made in good faith.

**\*WARNING:** Section 1001 of title 18, United States Code provides, “Whoever, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact, makes any materially false, fictitious, or fraudulent statement or representation, or makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry, shall be fined under this title or imprisoned not more than 5 years, or both.”

21.

(Date)

22.

(Borrower or Borrower’s Representative)

## Name of Borrower

Reflects date as of 1st day of

20—

[illegible]

**TOTALS**

16.

17.

18.

## PART II - Tenant Information

### GENERAL.

Enter the following information that summarizes Tenant occupancy on the first day of the month identified.

1. In ascending order, list the available rental units by identification number.
  2. Corresponding to the unit number, list the number of bedrooms. When there is more than one rent for a bedroom size, enter a distinguishing unit type. Refer to the instructions for preparation of Lines 4 and 5 on Form RD 3560-8, "Tenant Certification" for a list of available unit sizes and types.
- \* NOTE: The following entries can be based on data from Form RD 3560-8, Tenant Certification.
- \* 3. Form RD 3560-8 - Line 21.
- \* 4. Form RD 3560-8 - Line 23.
- \* 5. Enter the expiration date of the current Tenant Certification which is 12 months from the certification effective date. For example, if the effective date is April 1, 2002, the expiration date is March 31, 2003. Form RD 3560-8 - Line 1.
- \* 6. Form RD 3560-8 - Line 8.
- \* 7. Form RD 3560-8 - Line 29.a. (For HUD tenants in Section 8/515 projects, enter either the BASIC rent in Section 8/515 projects with PLAN II interest credit, or the INTEREST CREDIT REDUCED rent in projects with an effective interest credit PLAN CODE of 7 or 8.)
- \* 8. Form RD 3560-8 - Line 30.a. (For HUD tenants in Section 8/515 projects, enter the approved NOTE RATE rent for the unit.)
9. For HUD tenants in Section 8/515 projects, enter the HUD rent for the unit.
- \*10. The percentage of adjusted annual income needed to pay the gross tenant contribution (GTC). Form RD 3560-8, divide Line 31 by Line 25.a., multiply by 100, and enter the result. If the tenant receives RA, enter 30%.
- \*11. Form RD 3560-8 - From Line 29.b. or 30.b.
12. The Net Tenant Contribution (NTC) from Form RD 3560-8, enter Line 33, except when it is negative, enter 0.
13. When the tenant receives RA, and on Form RD 3560-8, and Line 33 is negative, enter that amount without its negative sign.
- \*14. When the tenant receives RA, subtract NTC from BASIC rent (Line 7 minus Line 12) and enter the difference. When NTC is zero, add any RA DUE TENANT (Line 13).
15. When NTC exceeds BASIC rent, subtract BASIC rent from NTC (Line 12 minus Line 7) and enter the difference. [For HUD tenants in Section 8/515 projects, use the same formula, except OVERAGE may not exceed the difference between BASIC (or the INTEREST CREDIT REDUCED) rent and NOTE RATE rent (Line 8 minus Line 7)].
16. Enter the total of Line 12.
17. Enter the total of Line 14.
18. Enter the total of Line 15.
- \* - If Section 8/515, use comparable line on HUD 50059, if applicable.